

**OVERTIME/COMPENSATORY TIME
REQUEST AND AUTHORIZATION (7410)**

FROM:					DATE:							
TO:				VIA:								
It is requested that authorization be given for the following employees to perform work as indicated and justified below: See SECNAVINST 7000.11 for additional information. <input type="checkbox"/> OVERTIME <input type="checkbox"/> COMPENSATORY TIME <input type="checkbox"/> CREDIT HOURS RELIGIOUS COMPENSATORY <input type="checkbox"/> ADVANCE RELIGIOUS COMPENSATORY TIME												
PAY NUMBER	FLSA STATUS <small>*SEE LEGEND BELOW</small>	TYPE OF OVERTIME	NAME (Last, First, Middle Initial)	NUMBER OF HOURS	DATE(S) (From)	(To)						
JOB ORDER NO.		WORK ORDER NO.		LOCATION								
JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS: (Not required for Religious Compensatory Time).												
SIGNATURE: (Requestor)					TITLE:							
AUTHORIZATION: REQUEST IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			SIGNATURE (Approving authority)		DATE:							
NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT												
*LEGEND: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50%;">FLSA STATUS</td> <td style="width: 50%;">TYPE OF OVERTIME</td> </tr> <tr> <td>N = NONEXEMPT</td> <td>1 = REGULARLY SCHEDULED OVERTIME</td> </tr> <tr> <td>E = EXEMPT</td> <td>2 = IRREGULAR OVERTIME</td> </tr> </table>		FLSA STATUS	TYPE OF OVERTIME	N = NONEXEMPT	1 = REGULARLY SCHEDULED OVERTIME	E = EXEMPT	2 = IRREGULAR OVERTIME	NOTE: THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.				
FLSA STATUS	TYPE OF OVERTIME											
N = NONEXEMPT	1 = REGULARLY SCHEDULED OVERTIME											
E = EXEMPT	2 = IRREGULAR OVERTIME											